

NEWSLETTER

MARCH 2021

Issue 2

NEWS UPDATES

AfC – NEW
BOOKING PROCESS

NEW CITB ADVISOR

Nottingham: Sue Geary

FREE - MHFA

2 DAY ACCREDITED
COURSE

CONTACT:

Adele Doyle

M: 07736 521419

adele@actionforconstruction.org

www.actionforconstruction.org



New Booking Process

1. **Choose** the training provider for dates and contact them to check availability. Booking form, members price list, and course dates are all on our website: www.actionforconstruction.org
2. **Complete** and return the AFC Booking form to **both** the provider & to Adele ensuring you fill in all relevant information such as the name of the provider, delegates FULL Name and course TITLE & date/s **(PLEASE COMPLETE A SEPARATE BOOKING FORM FOR EACH COURSE DATE AND THEN EMAIL TO:)** adele@actionforconstruction.org
3. The training provider will send you confirmation and joining instructions directly, which you must make sure that each delegate receives a copy of for their reference and instructions.
4. If your delegate is running late, they must contact the training provider ASAP giving a reason and an ETA, at this stage the Training Provider will confirm if they are still able to attend or need to re-arrange. (This may incur costs to you if the training provider still charges for the place if it has been decided they cannot attend) If the delegate is a NO SHOW and does not attend the course, then the full charge will be invoiced directly to you without the AFC funding by the training provider (Cost dependent upon the providers price)
5. Your AFC invoice will be processed once the course has been completed and you have 7 days to make payment. Failure or late payments may affect future funded AFC bookings.
6. Certificates will be sent out once payment has been received.

FOR MORE INFORMATION, PLEASE CONTACT ADELE
E-mail adele@actionforconstruction.org for more details.



OUR NEW LOCAL **CITB** ADVISOR **SUSAN GEARY**

Sue Geary
Engagement Advisor,
Nottingham D2N2

Contact info:
Tel: 07818 008847

Email: susan.geary@citb.co.uk



If any members have any questions please contact me and I will try and help and support you as much as I can.

I look forward to meeting you at any AfC or CITB events once COVID restrictions have been eased.

IMPORTANT NOTICE

MEMBERS LEVY
PAYMENTS /
RETURNS MUST
BE UP TO DATE TO
QUALIFY FOR ANY
TRAINING GRANT
RETURNS

ATO CENTRES CAN ONLY APPLY
FOR YOUR DIRECT CLAIMS ON
COURSES THEY HAVE
REGISTERED WITH THE CITB.
ANY COURSES NOT
REGISTERED WITH CITB MUST
BE CLAIMED BY THE EMPLOYER

I have worked for CITB for 14 years, originally as an Administrator in the Loughborough Local Office. I joined the mobile Team as an Apprenticeship Officer in 2016, covering the Nottinghamshire/Derbyshire area. My job consisted of reviewing Apprentices in the workplace and in College, checking progress towards their qualifications, wellbeing and Health and Safety checks.

Following a restructure within CITB I was appointed into the Customer Engagement Advisor role from 1st February this year. My role is to engage with Employers, Local Employer Groups, Training Providers, local decision makers, Stakeholders and Partners to deliver CITB's strategic and business plans. To support people to enter the sector via Apprenticeships or other suitable routes and ensure the industry has the skills it needs.

Sue, will be the main contact for Nottinghamshire area.

So far communications between AfC & Sue have been very prompt and I personally look forward to building a strong working relationship with her. Between the both of us we will be looking to help support you all, with any questions or queries you may have.

If you require any help or support please contact with myself or Sue



OFFERS

ESSENTIAL SITE SKILLS
ARE OFFERING AFC
MEMBERS A FREE
MHFA 2 DAY COURSE

7th & 8th April 2021

adele@actionforconstruction.org

MENTAL HEALTH FIRST AID – FREE!

 <p>MHFA England</p>	<p>THIS TWO-DAY COURSE QUALIFIES AND CERTIFICATES YOU AS A “MENTAL HEALTH FIRST AIDER.”</p> <p>Next course dates are 7th & 8th April 2021</p> 
<p>COURSE OVERVIEW:</p> <ul style="list-style-type: none"> • An in-depth understanding of mental health and the factors that can affect wellbeing. • Practical skills to spot the triggers and signs of mental health issues. • Confidence to step in, reassure and support a person in distress. • Enhanced interpersonal skills such as non-judgmental listening. • Knowledge to help someone recover their health by guiding them to further support - whether that's self-help resources, through their employer, the NHS, or a mix. <p>FOR MORE INFORMATION OR TO BOOK ON THIS COURSE PLEASE CONTACT ADELE BY E-MAIL.</p>	

For all other course information and dates please visit our website on www.actionforconstruction.org.

OUR APPROVED TRAINING PROVIDERS:

